

DD / S REGISTRY

FILE

*Training*

2 March 1965

MEMORANDUM FOR: Acting Director of Training

John:

I have just concurred in a two-sentence letter to Averell Harriman thanking him for his address to the Midcareer Executive Development Course on Friday, 19 February.

I have talked to Matt about these letters before but would like to reiterate that they would be far more effective if they were written immediately after the presentation instead of waiting until the course is over. (This one couldn't have taken more than a few seconds to dictate.)

I still don't understand why it takes so long to prepare letters of this type. In fact, in many cases they could actually be prepared before the presentation for release immediately afterward.

L. K. White

DD/S:LKW:sbo

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